

ECF Quick Reference Sheet – Version 1.1
United States District Court
District of Colorado

Help Desk

The ECF Help Desk for the District of Colorado is available Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time)

Toll Free Number: 1-866-365-6381

Phone Number: 303-335-2050

E-Mail Address: cocmecf@cod.uscourts.gov

Eight Basic Steps for Filing a Civil Document in ECF

1. Select the Type of Document to File
2. Identify the Case for Which the Document is Being Filed
3. Designate the Party for Whom the Document is Being Filed
4. Specify the PDF Document to File
5. Additional ECF Information
6. Modify the Docket Text as Necessary
7. Submit the Document to ECF
8. Receive the Notice of Electronic Filing

Submitting an Initiating Document by E-Mail (New Cases)

- Create PDF versions of the Civil Complaint, Civil Cover Sheet (JS-44), and Summons forms (if appropriate).
- Create an e-mail addressed to the clerk's office e-mail address for new cases: newcases@cod.uscourts.gov.

- In the subject line of the e-mail indicate this is a new case by typing “new case” and the short case title (e.g. “New Case – Jones v. Smith”).
- In the e-mail indicate how the party will be paying the filing fee.
- If the initiating party is requesting the issuance of a summons, the e-mail must state how the party would like the summons returned.
- Attach the PDF versions of the case initiating documents.
- Send the e-mail to the clerk’s office.

Initiating documents may also be submitted on CD or 3.5” disk per the ECF Procedures. Please refer to the ECF Procedures for more information on submitting in those mediums.

User Data Quality Checklist

1. Review Docket Entry

- Was the correct event used?
- Does the title of the document match the docket entry?
- Were the correct filer and attorney chosen?
- Is the case number and case style on the document correct?
- Was the document linked correctly?

2. Open and Review Document

- Is the document legible?
- Were the attachments added correctly and named properly?
- Was the document filed in the correct case?
- Is the case number and case style on the document correct?

Does the signature line contain the s/signature?

Submitting a Proposed Order

Three copies of each proposed order must be submitted to the court:

- A PDF version of the proposed order must be submitted as an ECF attachment to the motion using the ECF system.

- A WordPerfect or .txt version of the order must be submitted using electronic mail to the district judge's e-mail account.
- A WordPerfect or .txt version of the order must be submitted using electronic mail to the magistrate judge's e-mail account.

The subject line of the e-mail for the e-mailed versions should contain the case number, the short title, the words "Proposed Order" and the docket number of the motion to which the proposed order relates (e.g. Joes v. Smith, case number, Proposed Order re Docket Entry #85).

ECF users should review Section V.L. of the ECF Procedures for the District of Colorado for more information and for the electronic mail addresses of the judicial officers.